



DEPARTMENT OF THE NAVY

NAVAL FACILITIES ENGINEERING COMMAND
200 STOVALL STREET
ALEXANDRIA, VA 22332

IN REPLY REFER TO
ACQ 021
22 April 1998

From: Commander, Naval Facilities Engineering Command
To: Distribution

Subj: ELECTRONIC TRANSMISSION OF AUDIT REPORTS (12-98)

Encl: (1) ASN (RD&A) memo of 5 Feb 98

1. In a continuing effort to promote a paperless environment, contracting officers are encouraged to both request and accept DCAA audit reports electronically whenever possible.
2. DCAA internal guidance promotes the use of email for audit requests. In order to ensure software compatibility, the request for a DCAA audit should identify which word processing program and version your activity uses. Enclosure (1) provides email addresses for DCAA field audit offices, as well as the email addresses and phone numbers of DCAA Procurement Liaison Auditors at Navy commands.

A handwritten signature in black ink, appearing to read "Michael F. Howard", is positioned above the printed name.

MICHAEL F. HOWARD
Director, Strategic Operations

DEPARTMENT OF THE NAVY
OFFICE OF THE ASSISTANT SECRETARY
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5 FEB 1998

MEMORANDUM FOR DISTRIBUTION

Subj: ELECTRONIC TRANSMISSION OF AUDIT REPORTS


Encl: (1) DCAA email address and phone listing as of January 1998

The Defense Contract Audit Agency (DCAA) has established procedures and issued Audit Management Guidance on Electronic Transmission of Correspondence and Audit Reports to its Regional Directors and Field Detachment. In its guidance DCAA is encouraging the fullest participation possible because email allows efficient and economical communication while promoting a paper-free environment.

Additionally, DCAA advises that the DCAA auditor will ensure compatibility with the customer's software and will clearly communicate to the customer exactly what will be provided at the beginning of an audit. To help DCAA ensure audit reports are received in an electronic format that will be readable, DCAA recommends that the letter or email requesting audit services identifies the word processing software package, including the version that the activity uses, and includes the email address of the requester. Enclosure (1) provides email addresses and phone listings of DCAA Procurement Liaison Auditors at Navy commands and email addresses for field audit offices.

DCAA email to DOD components will be sent only through Defense Information Systems Agency (DISA) supported communication channels, "mil" and "gov" addresses. Transmission of "For Official Use Only" material using private, commercial service providers such as AOL or CompuServe is prohibited.

Therefore, to further streamline the Navy's acquisition processes and promote a paperless environment, contracting officers are encouraged to both request and accept DCAA audit reports electronically, if practicable.


Elliott B. Branch
Executive Director
Acquisition and Business
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DCAA EMAIL ADDRESS AND PHONE LISTING**(AS OF JANUARY 1998)**

Email Address Listing for Field Audit Offices (FAO):

- [Region: Eastern](#)
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Email Address & Phone Listing for DCAA Procurement Liaison
Auditors at Navy Commands

**DCAA Email Address Listing for Field Audit Offices
(FAO)****REGION: Eastern**

Atlanta Branch Office	01101	E-mail Address	*fao1101@rea.dcaa.mil
Huntsville Branch Office	01201	E-mail Address	*fao1201@rea.dcaa.mil
Nashville Branch Office	01211	E-mail Address	*fao1211@rea.dcaa.mil
New Orleans Branch Office	01221	E-mail Address	*fao1221@rea.dcaa.mil
Tampa Bay Branch Office	01271	E-mail Address	*fao1271@rea.dcaa.mil
North Carolina Branch Office	01281	E-mail Address	*fao1281@rea.dcaa.mil
Melbourne Branch Office	01301	E-mail Address	*fao1301@rea.dcaa.mil
Titusville Branch Office	01311	E-mail Address	*fao1311@rea.dcaa.mil
Lockheed Martin Orlando Res Ofc	01461	E-mail Address	*fao1461@rea.dcaa.mil
Indianapolis Branch Office	01621	E-mail Address	*fao1621@rea.dcaa.mil
Dayton Branch Office	01641	E-mail Address	*fao1641@rea.dcaa.mil
Hampton Roads	01661	E-mail	*fao1661@rea.dcaa.mil

Branch Office		Address	
Northern Ohio Branch Office	01701	E-mail Address	*fao1701@rea.dcaa.mil
Newport News Shipbuilding Res Ofc	01721	E-mail Address	*fao1721@rea.dcaa.mil
General Electric Company Res Ofc	01731	E-mail Address	*fao1731@rea.dcaa.mil
Ingalls Shipbuilding Inc Res Ofc	01751	E-mail Address	*fao1751@rea.dcaa.mil

REGION: Northeastern

Northern New England Branch Office	02161	E-mail Address	*fao2161@rne.dcaa.mil
Boston Branch Office	02171	E-mail Address	*fao2171@rne.dcaa.mil
European Branch Office	02191	E-mail Address	*fao2191@rne.dcaa.mil
Long Island Branch Office	02201	E-mail Address	*fao2201@rne.dcaa.mil
New York Branch Office	02211	E-mail Address	*fao2211@rne.dcaa.mil
Great Lakes Branch Office	02261	E-mail Address	*fao2261@rne.dcaa.mil
Lockheed Martin Tactical Sys RO	02341	E-mail Address	*fao2341@rne.dcaa.mil
General Dynamics Resident Office	02361	E-mail Address	*fao2361@rne.dcaa.mil
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Sikorsky Aircraft Corp Resident Ofc	02661	E-mail Address	*fao2661@rne.dcaa.mil
Raytheon Corporate Res Ofc	02671	E-mail Address	*fao2671@rne.dcaa.mil
Bay States Branch Office	02701	E-mail Address	*fao2701@rne.dcaa.mil
Raytheon Elec. Sys. Hqs Res Ofc	02801	E-mail Address	*fao2801@rne.dcaa.mil
Greater Connecticut Branch Office	02901	E-mail Address	*fao2901@rne.dcaa.mil

REGION: Central

Denver Branch Office	03121	E-mail	*fao3121@rce.dcaa.mil
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Lockheed Martin Astronautics ResOfc	03131	E-mail Address	*fao3131@rce.dcaa.mil
Chicago Branch Office	03141	E-mail Address	*fao3141@rce.dcaa.mil
St Louis Branch Office	03201	E-mail Address	*fao3201@rce.dcaa.mil
Salt Lake Valley Branch Office	03231	E-mail Address	*fao3231@rce.dcaa.mil
Arlington Branch Office	03311	E-mail Address	*fao3311@rce.dcaa.mil
Boeing St Louis Resident Office	03421	E-mail Address	*fao3421@rce.dcaa.mil
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Lockheed Martin Tact Air Sys RO	03711	E-mail Address	*fao3711@rce.dcaa.mil
Hughes Missile Systems Co Res Ofc	03761	E-mail Address	*fao3761@rce.dcaa.mil
Bell Special Project Office	03801	E-mail Address	*fao3801@rce.dcaa.mil

REGION: Western

East Bay Branch Office	04141	E-mail Address	*fao4141@rwe.dcaa.mil
San Diego Branch Office	04151	E-mail Address	*fao4151@rwe.dcaa.mil
North County Branch Office	04171	E-mail Address	*fao4171@rwe.dcaa.mil
Santa Ana Branch Office	04181	E-mail Address	*fao4181@rwe.dcaa.mil
Pacific Branch Office	04201	E-mail Address	*fao4201@rwe.dcaa.mil

San Fernando Valley Branch Office	04231	E-mail Address	*fao4231@rwe.dcaa.mil
Seattle Branch Office	04261	E-mail Address	*fao4261@rwe.dcaa.mil
Peninsula Branch Office	04281	E-mail Address	*fao4281@rwe.dcaa.mil
Silicon Valley Branch Office	04291	E-mail Address	*fao4291@rwe.dcaa.mil
Boeing Co Resident Office	04381	E-mail Address	*fao4381@rwe.dcaa.mil
Boeing Huntington Beach Res Ofc	04461	E-mail Address	*fao4461@rwe.dcaa.mil
Hughes Corporate Resident Office	04511	E-mail Address	*fao4511@rwe.dcaa.mil
Boeing North American, Inc. RO	04701	E-mail Address	*fao4701@rwe.dcaa.mil
Northrop Grumman Corp Resident Ofc	04721	E-mail Address	*fao4721@rwe.dcaa.mil
TRW Redondo Beach Resident Office	04791	E-mail Address	*fao4791@rwe.dcaa.mil
San Gabriel Valley Branch Office	04901	E-mail Address	*fao4901@rwe.dcaa.mil

REGION: Mid-Atlantic

Alexandria Branch Office	06121	E-mail Address	*fao6121@rma.dcaa.mil
Baltimore Branch Office	06141	E-mail Address	*fao6141@rma.dcaa.mil
Fairfax Branch Office	06151	E-mail Address	*fao6151@rma.dcaa.mil
Philadelphia Branch Office	06181	E-mail Address	*fao6181@rma.dcaa.mil
Northern New Jersey Branch Office	06201	E-mail Address	*fao6201@rma.dcaa.mil
Silver Spring Branch Office	06221	E-mail Address	*fao6221@rma.dcaa.mil
District Branch Office	06261	E-mail Address	*fao6261@rma.dcaa.mil
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Columbia Branch Office	06311	E-mail Address	*fao6311@rma.dcaa.mil
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Rosslyn Branch Office	06331	E-mail Address	*fao6331@rma.dcaa.mil
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Binghamton Branch Office	06351 E-mail Address	*fao6351@rma.dcaa.mil
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**EMAIL ADDRESS AND PHONE LISTING
DCAA PROCUREMENT LIASON AUDITORS
AT NAVY COMMANDS**

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NAVY: NAVSEA	NINA KISSINGER Senior Navy PLA*	(703) 602-8007	*pla-j@hq1.dcaa.mil
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*Audit questions related to a Command not listed should be directed to the Senior Navy PLA.